



# Arkansas Department of Education

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Sarah Huckabee Sanders  
Governor

Jacob Oliva  
Secretary

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## MEMORANDUM

TO: ALL 2023 CACFP PROVIDERS  
FROM: OEC / HNU  
DATE: AUGUST 21, 2023  
SUBJECT: CACFP MANAGEMENT PLAN



Applications for the CACFP 2023-2024 Fiscal Year opened to all providers on August 1, 2023. This year, the CACFP Management Plan must be submitted and approved by the State Agency prior to the final application approval. Therefore, we encourage all participants who have more than one facility to start completing their CACFP Management Plan. Please refer to the CACFP Regulation for the Management Plan below:

7 CFR [226.6\(b\)\(1\)\(i\)](#)

(i) **Participant eligibility information.** Centers must submit current information on the number of enrolled participants who are eligible for free, reduced-price and paid meals.

7 CFR [226.6\(b\)\(1\)\(iv\)](#)

(iv) **Management plan.** Sponsoring organizations must submit a complete management plan that includes:

- (A) Detailed information on the organization's management and administrative structure.
- (B) A list or description of the staff assigned to Program monitoring, in accordance with the requirements set forth at [§ 226.16\(b\)\(1\)](#);
- (C) An administrative budget that includes projected CACFP administrative earnings and expenses.
- (D) The procedures to be used by the organization to administer the Program in, and disburse payments to, the childcare facilities under its sponsorship; and
- (E) For sponsoring organizations of family day care homes, a description of the system for making tier I day care home determinations, and a description of the system of notifying tier II day care homes of their options for reimbursements.

It is highly recommended that you keep a copy of this memo for quick and easy reference. A copy is also available on the Special Nutrition Program (SNP) Resource Library under 2023 Mass Alerts. If you have any questions regarding this memorandum, please contact your Application Coordinator. Thank you for your participation in the CACFP Day Care Home Program.

### Application Coordinators

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